

## AGENDA

### DOWNTOWN WOODSTOCK BUSINESS IMPROVEMENT AREA

#### BOARD OF MANAGEMENT

**DATE:** Thursday January 11, 2024    **TIME:** 8:30 am

**LOCATION:** City Hall, 2<sup>nd</sup> Floor Board Room

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**1) CALL TO ORDER**

**2) ADOPTION OF AGENDA – MOTION:** To adopt the agenda as presented.

**3) CONFLICT OF INTEREST**

**4) ADOPTION OF MINUTES – MOTION:** To approve the board meeting minutes of December 7, 2023.

**5) DISCUSSION – Guest Mr. Arpan Khanna, MP Oxford County**

**6) ACTION ITEMS FROM PREVIOUS MEETING –**

- **ACTION:** Re-establish three committees (Events/Marketing and Communications/Revitalization) with each committee being an agenda item on each months agenda.
- **ACTION:** Coordinate with Manager of Communications and Manager of Special Events to attend committee and/or board meetings.
- **ACTION:** Down-Town Hall is scheduled for January 17<sup>th</sup>, 6:00pm at Theatre Woodstock (with virtual option). Agenda to include 2023 Highlights, 2024 plans and Draft 2023 Financials (pre-audit).
- **ACTION:** Each board member to send an email to D. Kumala-Thomas the top three things they would like to see for downtown. (by December 20<sup>th</sup>)
- **ACTION:** Include Woodstock Shopping Night in Events Committee discussion.
- **ACTION:** D. Kumala-Thomas will create a BIA team for the CNOY walk and encourage BIA member to join.

**7) DISCUSSION – VISIONING/PRIORITIES**

**8) DISCUSSION – DOWN TOWN HALL**

**9) FINANCIALS – MOTION:** To approve the YTD Financials as of November 30th, 2023.

**10) COMMITTEE UPDATES**

- a) Marketing and Communications
- b) Special Events
- c) Beautification
- d) Town Halls

**11) NEW BUSINESS**

**12) ADJOURNMENT**

**Dates to Note**

**January 17<sup>th</sup> – Down Town Hall – Theatre Woodstock – 6pm**

**January 25<sup>th</sup> – Woodstock Shopping Night**

**February 1<sup>st</sup> – Board Meeting**